



ROBERT RYANS
Director

COMMUNITY AND SENIOR SERVICES OF LOS ANGELES COUNTY

BOARD OF SUPERVISORS

GLORIA MOLINA
YVONNE BRATHWAITE BURKE
ZEV YAROSLAVSKY
DON KNABE
MICHAEL D. ANTONOVICH

June 3, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

APPROVAL TO ACCEPT FY 2003-2004 TITLE V OLDER AMERICANS ACT (OAA) GRANT FUNDS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

IT IS RECOMMENDED THAT YOUR BOARD:

1. Authorize the Director of Community and Senior Services (CSS), or his designee, to accept FY 2003-04 Older Americans Act (OAA) Title V funding for the Senior Community Service Employment Program (SCSEP) in the amount of \$2,371,918 and to execute all required documents with the California Department of Aging (CDA), after County Counsel approval.
2. Authorize the Director of CSS, or his designee, to execute non-financial agreements with host agencies (as necessary) and update existing agreements (as necessary) for training program participants, in substantially similar form to Attachment I, after County Counsel approval, effective the date of execution through June 30, 2006.
3. Authorize the Director of CSS, or his designee, to accept additional funding from CDA up to 25% of the original allocation provided that the Director of CSS confirms in writing to your Board and the CAO within 10 work days of acceptance.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The recommended actions will enable CSS to continue SCSEP in FY 2003-2004. The program is operated by the Department using community-based host agencies as training sites that have a non-financial agreement with the Department. Enrollees are recruited at One-Stop Career Centers and Senior Centers in all Supervisorial Districts

The Honorable Board of Supervisors
June 3, 2003
Page 2 of 3

by Title V enrollee administrative staff. Training and supervision is provided by host agencies.

The CDA requires the Department to apply and submit a budget and program narrative for the Older Americans Act Title V Grant Funds annually. The current contract with CDA will expire on June 30, 2003.

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals of Service Excellence and Organizational Effectiveness.

FISCAL IMPACT/FINANCING

The cost of the SCSEP in FY 2003-04 is \$2,371,918. There is no impact on the County general fund as the program is fully financed by OAA Title V funding which includes funding for administrative/overhead costs. Funding has been included in the Department's FY 2003-04 Proposed Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The contract between the County of Los Angeles and the California Department of Aging will commence July 1, 2003 and end on June 30, 2004. All current non-financial agreements with host agencies will expire on June 30, 2003.

CONTRACTING PROCESS

On July 1, 2000, the Department entered into three-year non-financial agreements with host agencies that would provide training, supervision, and a safe working environment to program participants. These agreements will end on June 30, 2003. The AAA is in the process of renewing current non-financial agreements with host agencies.

The selection of agencies will be based on a process that includes obtaining evidence of their non-profit organization status, proof of liability insurance, and the agency's ability to provide training and in-kind contributions. The salaries and wages of all enrollees referred to the host agencies are paid through the Department.

The Honorable Board of Supervisors
June 3, 2003
Page 3 of 3

Currently, there are one hundred (100) agencies under agreement. However, the number of agencies will fluctuate during the fiscal year as the enrollees obtain jobs and other host agencies apply to provide training.

IMPACT ON CURRENT SERVICES

Approval of this request will continue training and employment services to approximately four hundred (400) enrollees during the fiscal year.

Respectfully submitted,

A handwritten signature in black ink that reads "Robert Ryans" followed by a small, stylized mark.

ROBERT RYANS
Director

Attachments (1)

c: David A. Janssen
Lloyd W. Pellman
Violet Varona-Lukens
J. Tyler McCauley

**COUNTY OF LOS ANGELES
COMMUNITY AND SENIOR SERVICES**

3333 Wilshire Boulevard, Suite 400, Los Angeles, CA 90010
Telephone: (213) 738-2631 . Fax: (213) 480-1125

**SENIOR COMMUNITY SERVICES EMPLOYMENT PROGRAM (SCSEP)
CONTRACTING AGENCY AGREEMENT**

**By agreeing to this agreement, the contractor shall make an effort to:
Provide meaningful training which leads to the hiring of at least one enrollee by the host
agency or by another employer as the result of training within the contract year.**

THIS AGREEMENT is made and entered into this ____ day of _____, 200 __, by and between
the **LOS ANGELES COUNTY AREA AGENCY ON AGING SENIOR COMMUNITY SERVICES
EMPLOYMENT PROGRAM**, hereinafter referred to as **AAA SCSEP**, located at 3333 Wilshire
Boulevard, Suite 400, Los Angeles, California, and

(Contracting Agency Name)

(Contracting Agency Address)

hereinafter referred to as the Contractor.

NOW, THEREFORE, it is agreed by and between the parties either party may terminate this Agreement upon 15 days' prior written notice or when funds become unavailable.

The term of this Agreement shall be from the 1st day of July, 200 3 through June 30, 200 6, provided, however, either party may terminate this Agreement upon 15 days' prior written notice.

SECTION 1 - AREA AGENCY ON AGING'S PERFORMANCE

- A. The AAA SCSEP shall be responsible for assignment of enrollees to the Contractor, subject to interview and approval by the Contractor.
- B. The AAA SCSEP shall provide orientation to each enrollee entering the program, explain its relationship and responsibility to the training site, and conduct enrollee and site evaluations.
- C. During the training period, the AAA SCSEP shall pay the enrollee's salary based on appropriate documentation and certified time cards, provide Worker's Compensation Insurance, and any applicable fringe benefits.
- D. The AAA SCSEP shall monitor the contractor to determine agreement compliance, training site safety, and enrollee training progress as agreed on the enrollee Individual employability Plan (IEP).

- E. The AAA SCSEP will be responsible for rotating the enrollee by the end of two years or earlier to continue job enhancement or other formal training. The AAA SCSEP will notify the host agency two weeks prior to rotation.
- F. The AAA SCSEP will develop an Individual Employability Plan (IEP) to be shared with Contractor. The AAA SCSEP and the Contractor will be responsible for monitoring the enrollee's progress as per IEP.

SECTION 2 - CONTRACTOR'S PERFORMANCE

- A. Contractor shall give consideration to enrollee for all job openings for which that enrollee qualifies.
- B. Contractor shall work with the Senior Community Services Employment Program (SCSEP) staff to assist the enrollee in personal development, and encourage the enrollee in seeking and obtaining unsubsidized employment through job search.
- C. Contractor shall recognize that the position occupied by the enrollee is a temporary training assignment designed to prepare the enrollee for unsubsidized employment; and that the enrollee may obtain an unsubsidized job at any time or may be rotated to another training site or into a formal training program to enable the enrollee to receive additional training; and, in such cases, the assignment of an additional or replacement trainee cannot be guaranteed.
- D. Contractor shall provide a safe and sanitary work environment, working conditions, and provide the enrollee with safety instructions.
- E. Contractor shall not modify enrollee's job description without the written authorization of the SCSEP.
- F. Contractor shall provide adequate training and effective supervision. Contractor shall record the percentage of time spent by the supervisor on the enrollee's time card if salaried or portion thereof, which are paid for with non-federal funds.
- G. Contractor shall complete and return in an accurate and timely manner; time cards, Non-Federal In-Kind reports, or other reports requested by the SCSEP. Contractor understands that said reports are required and that failure to submit said reports constitute a material breach of this memorandum and the Agreement can be terminated for repeated failure to submit required reports.
- H. Contractor shall review enrollee time card for accuracy prior to signing. Under no circumstances shall the Contractor authorize the enrollee to sign his own time card or other enrollee's time card.
- I. Contractor shall assure the enrollee works the total hours authorized by AAA SCSEP (This includes SCSEP sponsored job search and enrollee meetings). Under no circumstances shall the Contractor ask the enrollee to work other than the authorized agreed hours.
- J. Contractor shall not change the enrollee training site, job duties, work station, or working hours without prior authorization from the SCSEP.

- K. Contractor shall not displace any current employee or volunteer with an enrollee nor assign an enrollee to perform the tasks of an employee on layoff, nor replace a Federally funded position (other than SCSEP) with an enrollee.
- L. Contractor will adhere to the enrollee Individual Employability Plan (IEP) and work closely with the AAA SCSEP to assure the enrollee's progress that prepares him/her for unsubsidized placement.

SECTION 3 - NONPROFIT OR TAX EXEMPT STATUS

Contractor shall submit proof to the AAA SCSEP of its status as a non-profit organization under the laws of the State of California and Internal Revenue Code Section 501(c)(3). Governmental and public entities are exempt from this Section 4.

SECTION 4 - INSURANCE REQUIREMENTS

Contractor shall submit a current Certificate of General Liability Insurance. The County of Los Angeles shall be named as an additionally insured and be given notice at least thirty (30) days in advance if any modification or termination occurs. No enrollee shall be allowed at any training site until the Contractor is in compliance with this requirement. Failure to maintain required insurance is cause for immediate termination of this Agreement and removal of the enrollee(s). Public agencies that are self-insured must submit a letter attesting such self-insurance.

SECTION 5 INDEMNIFICATION

CHECK ONE:

Non-Profit

- ☐ Contractor shall indemnify, defend, and hold harmless County, the Area Agency on Aging, its officers, agents, and employees from and against any and all loss, liability, expense, including defense costs and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with Contractor activities or services performed on behalf of Contractor's operations, by any person pursuant to this Agreement.

Government/Public Entity

- ☐ In contemplation of the provisions of Section 895.4, California Government Code, each party hereto agrees to indemnify and hold the other party harmless from all liability for damage to persons or property arising out of, or resulting from the acts or omissions of the indemnifying party.

SECTION 6 - POLITICAL AND SECTARIAN ACTIVITIES

Contractor shall ensure that enrollees are not placed in training sites that may involve partisan or non-partisan political activities or Sectarian instruction or worship.

SECTION 7 - DISCRIMINATION

Contractor shall ensure that participation in the AAA SCSEP will not displace any other paid employee nor discriminate with regard to race, color, creed, national origin, religion, age, and handicap status. Contractor agrees to comply with all Federal, State, and County laws relating to employment, immigration, and to assure a drug-free workplace. Enrollees serving at the Contractor's site shall be covered by provisions contained in this Agreement.

SECTION 8 - ASSIGNMENT/ALTERATION

This Agreement, or any of its rights, obligations, terms of conditions, may not be assigned or altered by either party without written consent of both parties.

IN WITNESS WHEREOF, this Agreement has been executed by and on behalf of the parties hereto the day, month, and year first above written. The person signing on behalf of the Contractor warrants that he or she is authorized to bind the Contractor.

COUNTY:

LOS ANGELES COUNTY

COMMUNITY AND SENIOR SERVICES:

CONTRACTOR:

HOST AGENCY _____

ADDRESS: _____

TELEPHONE _____ FAX _____

Signature: _____

Name: Gilbert VargasTitle: Program Director

Date: _____

Signature: _____

(Type/Print)

Name: _____

Date: _____